



\*Excellence Through Education\*

## STANDARD OPERATING PROCEDURE

### Instructor Certification and Hiring

To: All Staff  
From: Robert Ferullo, Executive Director  
Date: March 6, 2023

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The procedure processing an instructor's certification and contract have been updated effective Monday, March 6, 2023.

#### **Prerequisite Certification Courses:**

All individuals who are seeking to become certified instructors for the MPTC must take the required prerequisite courses:

1. Applicable Instructor Certification Course; **and**
2. Academic Instructor Training (3 day) – for all individuals seeking to teach curriculum; **or**
3. Tactical Instructor Training (3 day) – for individuals seeking certification in Applied Patrol Procedures, BOLA, Defensive Tactics, Firearms, First Responder, Simulations or Taser.  
This class is commonly referred to as PTAC.

- The lead instructor for the certification course will submit the class roster to the respective Program Coordinator, within 48 hours of class completion.
- If the class roster is not received within 48 hours, the Program Coordinator will contact the lead instructor for the class to get a copy of the roster.
- The Program Coordinator will close out the class within 24 hours after the roster is received.

#### **Submitting Rosters:**

Classes held at an operated academy: send roster to the Program Coordinator assigned to that academy.

Classes held at an authorized academy or other site: send roster to Lynda Kearns, Statewide Programs Coordinator at [Lynda.kearns@mass.gov](mailto:Lynda.kearns@mass.gov).

Once the prerequisite courses have been completed, the individual MUST apply for instructor certification through their ACADIS portal. **Instructor certification is not automatic upon completion of the courses.**

### **Applying for Certification:**

Once the prerequisite courses have been completed, the individual may apply for instructor certification through their ACADIS portal.

- Once the completed application for instructor certification is submitted, the Instructor Certification Manager will approve or deny the application within five (5) business days.
- If the application is denied, the Instructor Certification Manager will send an email to the applicant explaining the reasons for denial.
- If the applicant's ACADIS portal is missing a training record, the applicant can submit proof of course attendance through a certificate. The Instructor Certification Manager will work with the records unit to create a permanent record in the applicant's ACADIS portal with the submitted certificate. If all necessary documents are submitted, the Instructor Certification Manager will approve the applicant's instructor certification.

Instructor Certification Manager, Rose Sauvageau - [rose.sauvageau@mass.gov](mailto:rose.sauvageau@mass.gov)

### **Applying for a State Contract:**

Instructors who wish to teach for, and be paid by the MPTC, must have an active state contract with the agency. A state contract with the MPTC is valid for five (5) years and must be renewed prior to expiration of the contract. Instructors who only teach at authorized academies or departments (any agency that will pay the instructor directly) do NOT need to be on state contract. The Governor's Executive Order 595 requiring all state employees to be vaccination is in effect.

- A blank state contract can be found on our website at [mass.gov/mptc](https://mass.gov/mptc).
- All applications for state contract should be emailed to [mptcinstructorcontract@mass.gov](mailto:mptcinstructorcontract@mass.gov).
- Once the state contract application is received, Aiesha Grenier, Human Resource Specialist, will date stamp the contract, and log acceptance of the contract into the respective contract spreadsheet.
- Aiesha Grenier, Human Resource Specialist, will confirm that instructor certification has been approved and issue the applicant a notice of receipt of the contract via email.
- Aiesha Grenier, Human Resource Specialist, will check the paperwork for completeness. If an applicant is missing any documents, she will contact the applicant within five (5) business days of the missing documents.

- Once the application is complete, the contract will be submitted to the Chief Financial Officer for review and signature within five (5) business days of receiving the initial state contract application or within five (5) business days of receiving all required documents from the individual applying for state contract.
- The Human Resource Specialist will submit the signed state contract to the Human Resource Director within two (2) business days of receipt.

Human Resource Specialist, Aiesha Grenier – [aiesha.grenier@mass.gov](mailto:aiesha.grenier@mass.gov)

Human Resource Director, Penny O'Reilly – [penny.oreilly2@mass.gov](mailto:penny.oreilly2@mass.gov)

### **Hiring and Active State Contract:**

Human Resources will receive the signed state contract and complete the following within fourteen to twenty-one (14 - 21) business days:

- Confirm vaccination status
- Complete a background check
- Hire the instructor in HRCMS
- Notify the instructor through email that they have successfully been hired by the MPTC and include their employee ID number along with directions on how to login to Self Service Time and Attendance.
- Notify the Instructor Certification Manager, the Chief of Training and the Chief Financial Officer that the instructor has been hired.

### **Contract Renewal:**

The MPTC state contract is valid for five (5) years. The expiration date of an instructor's state contract will appear in their ACADIS portal.

- An automatic notice from ACADIS will go out to all instructors sixty (60) days prior to a contract expiring.
- The Instructor Certification Manager will annually send a list of names of expiring contracts to the Chief of Training, Chief Financial Officer, Human Resource Specialist and Human Resources Director sixty (60) days prior to expiration.

### **Contract Termination:**

If an instructor contracted with the MPTC has not worked and received compensation from the agency within 365 calendar days, that instructor's contract will be terminated.